

ST0049/02

## CONSTRUCTION SURVEYING TECHNICIAN Apprenticeship Standard

### 1. Occupation(s)

The occupation covered by this standard is Construction Surveying Technician and typical job titles can include: Assistant Quantity Surveyor, Assistant Construction Surveyor or Quantity Surveying Technician. In the case of SME construction companies the roles are likely to include Quantity Surveyor or Construction Surveyor. They are associated with the monitoring and control of costs and contracts on construction projects and are based on sites or in offices

### 2. Occupational profile

The main duties and tasks of a Construction Surveying Technician are:

- Assisting senior managers with the budgeting of construction projects
- Control of costs during a construction project
- Selection and management of specialist contractors
- To contribute to the mitigation of disputes using accurate records
- Recording, control and reporting of income and expenditure on a construction project
- Valuation of progress on construction projects
- To assist senior managers with the legal and contractual issues on a construction project

### 3. Requirements: Knowledge, Skills and Behaviours

Knowledge	What is required
<b>Health and Safety</b>	Understand the principles and responsibilities imposed by law and other regulations in a construction environment
<b>Sustainability</b>	Understand the sustainability issues in projects across economic, social and environmental aspects
<b>Construction Technology</b>	Understand different construction techniques and materials and the principles of design
<b>Contracts</b>	Understand different forms of contracts used in construction and why they are applied in different situations
<b>Procurement</b>	Understand the different types of procurement process and negotiation requirements
<b>Cost control</b>	Understand the importance of controlling costs during a construction project and the effect of changes to the project
<b>Financial reporting</b>	Understand the various forms of reporting on project progress

Skills	What is required
<b>Health and Safety</b>	Apply health and safety issues to all activities
<b>Sustainability</b>	Demonstrate application of the principles of sustainability
<b>Construction Technology</b>	Assist in the implementation of the most appropriate solutions for construction projects
<b>Contracts</b>	Be able to apply different types of contracts to different situations
<b>Procurement</b>	Assist in the selection of and negotiation with specialist contractors for a construction project
<b>Cost control</b>	Assist in the measurement and costing of construction works during a project.
<b>Financial reporting</b>	Assist in the preparation of financial reports, cash flow and cost forecasts for a construction project
<b>Administration</b>	Assist in the collection, collation and storage of relevant data and its analysis

Behaviours	What is required
<b>Commitment to Code of Ethics</b>	Work within Rules and Regulations of Professional Competence and Conduct for the Royal Institution of Chartered Surveyors
<b>Continuing Professional Development</b>	Identify own development needs and take action to meet those needs. Use own knowledge and expertise to help others when requested.
<b>Commitment to Equality and Diversity</b>	Understand the importance of equality and diversity and demonstrate these attributes so as to meet the requirements of fairness at work.
<b>Communicate Effectively</b>	Be able to contribute effectively to meetings and present information in a variety of ways including oral and written.
<b>Conflict avoidance</b>	Be able to assist in planning to avoid conflict and resolving issues that do arise
<b>Work in Teams</b>	Be able to work with others in a collaborative and non-confrontational way.
<b>Demonstrate Innovation</b>	Be able to identify areas for improvement and suggest innovative solutions.

#### 4. Duration

The typical duration for this Apprenticeship is three years but this will depend upon the previous experience of the apprentice and access to opportunities to gain the full range of competence.

#### 5. Entry requirements

Individual employers will determine their own entry requirements, but the typical entry requirements for this Apprenticeship will be five GCSEs or equivalent, including Maths, English and a Science; or a Level 2 Apprenticeship.

#### 6. Qualifications

The following qualification will be gained:

- A Level 4 qualification in Construction and Built Environment that meets the knowledge requirements of the standard and is approved by the Royal Institution of Chartered Surveyors as meeting the educational requirements for AssocRICS

#### 7. English and Maths

English and Maths at Level 3 will need to be achieved before taking the end point assessment and will be included in the Level 4 qualification.

#### 8. Link to professional registration

This Apprenticeship will include the knowledge, skills and behaviours required to achieve Associate status with the Royal Institution of Chartered Surveyors (AssocRICS). The Associate review process for AssocRICS is included in the end-point assessment process for this Apprenticeship and will lead to the designatory letters AssocRICS and the status of Associate Surveyor.

#### Level

This Apprenticeship standard is at Level 4.

#### Review date

This Apprenticeship standard should be reviewed three years after approval of the standard.